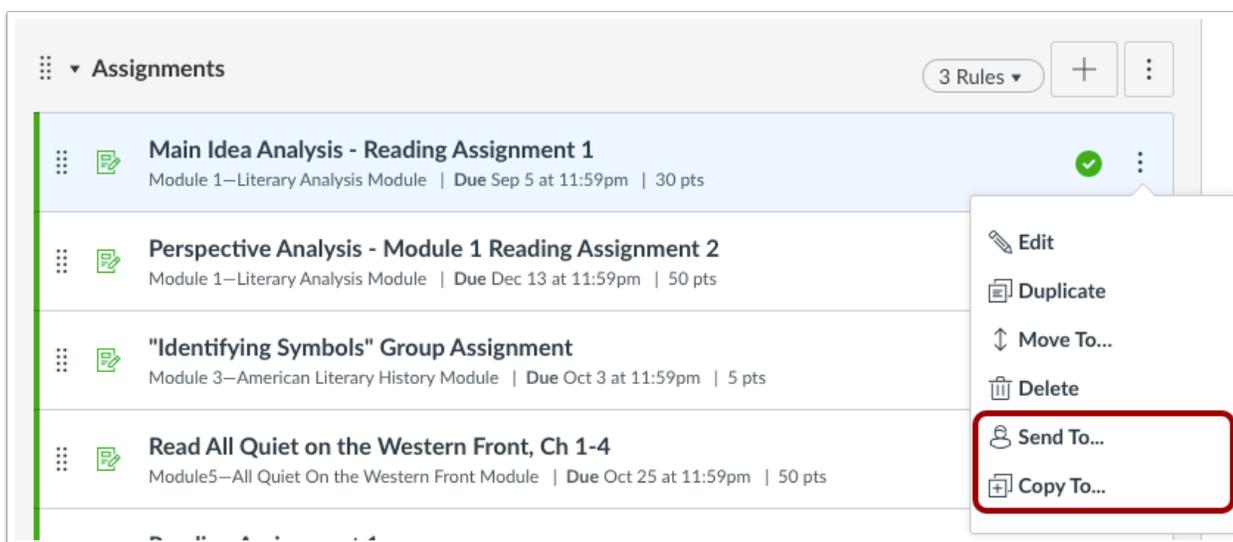


ASSIGNMENTS

Direct Share

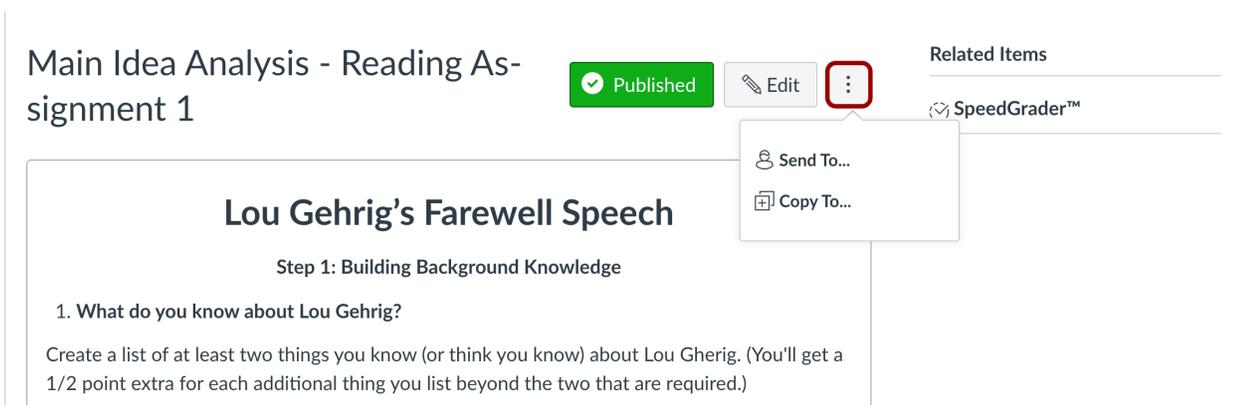
In Assignments, Quizzes, Discussions, and Pages, you can copy content to another course and share individual content items with another user. This change allows you to copy and share content directly in Canvas without having to use a secondary repository like Commons.

To use this feature, you must have the Course Content - add / edit / delete permission. For questions about permissions, please contact your Canvas admin.



The screenshot shows the 'Assignments' section in Canvas. A list of assignments is displayed, including 'Main Idea Analysis - Reading Assignment 1', 'Perspective Analysis - Module 1 Reading Assignment 2', '"Identifying Symbols" Group Assignment', and 'Read All Quiet on the Western Front, Ch 1-4'. A context menu is open for the first assignment, showing options: Edit, Duplicate, Move To..., Delete, Send To..., and Copy To... The 'Send To...' and 'Copy To...' options are highlighted with a red rectangular box.

The menu for individual content items also include the Send To and Copy To links.



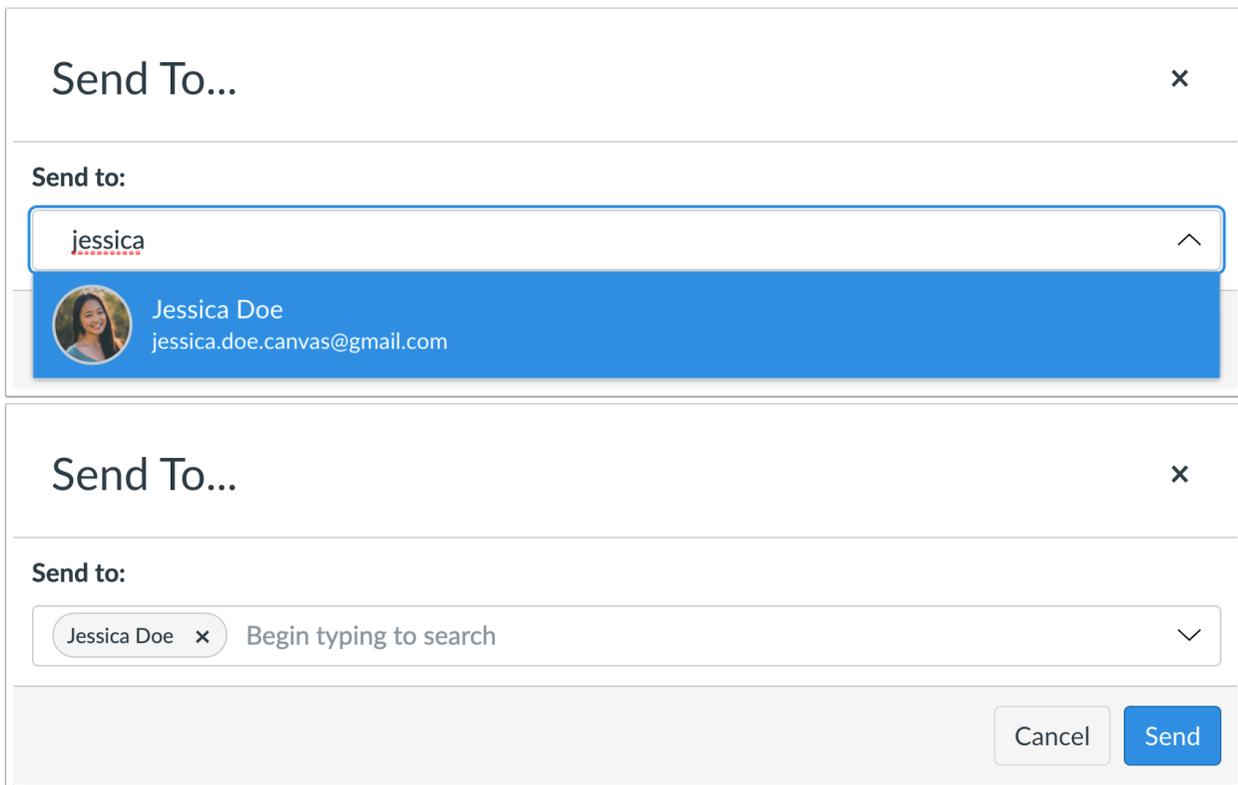
The screenshot shows the details for the 'Main Idea Analysis - Reading Assignment 1'. It includes a 'Published' status, an 'Edit' button, and a context menu with 'Send To...' and 'Copy To...' options. The 'Send To...' and 'Copy To...' options are highlighted with a red rectangular box. Below the menu, the assignment content is visible, including the title 'Lou Gehrig's Farewell Speech' and the first step: 'Step 1: Building Background Knowledge'. The first question asks: '1. What do you know about Lou Gehrig?' and provides instructions: 'Create a list of at least two things you know (or think you know) about Lou Gherig. (You'll get a 1/2 point extra for each additional thing you list beyond the two that are required.)'

Note: If the content being shared or copied includes other content in the course (such as a quiz that includes a file), only the direct content item selected for sharing/copying will be included. The additional files must be shared/copied individually.

Send Content

The Send To option is used to send content to another user.

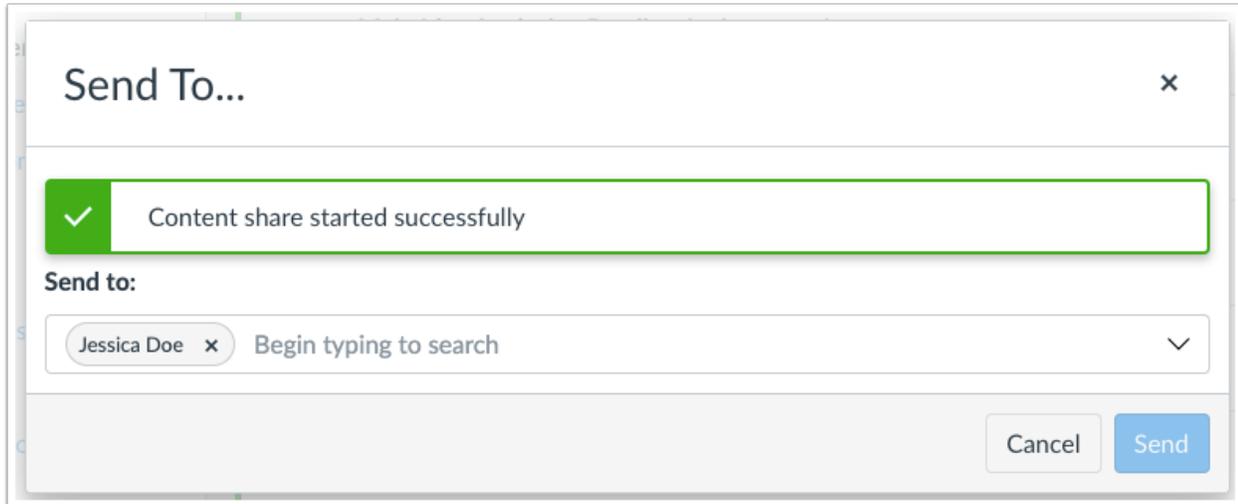
You can search for other users via email address. Content can only be sent to users with instructor based roles who can manage course content. Users can be identified by typing at least the first three letters of a user's name in the search field. Search results display users by name and email address. Select the name of the user when it appears.



The image shows two screenshots of the 'Send To...' dialog box. The top screenshot shows a search for 'jessica' with a dropdown menu displaying 'Jessica Doe' and her email address. The bottom screenshot shows the same dialog box with 'Jessica Doe' selected and a 'Send' button.

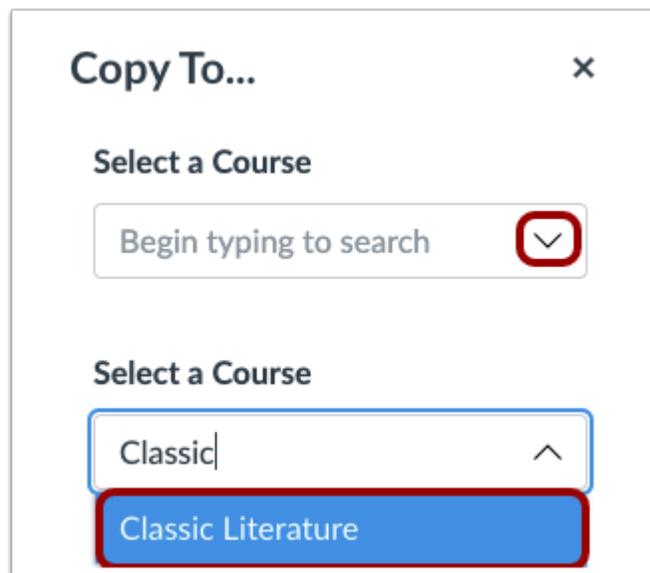
The same content may be sent to more than one user by adding other users individually.

When all users have been added and the content has been sent, the window confirms the content has been shared successfully.



Copy Content

The Copy To option is used to copy content to another course. You can only copy content to your own courses. To copy content, locate the course where the content should be copied by typing at least the first three letters of a course name in the search field. Search results display courses by name. Select the name of the course when it appears.



The content can be placed within a specific module in the course, if applicable. This menu is optional.

Copy To... ×

Select a Course

Classic Literature ▼

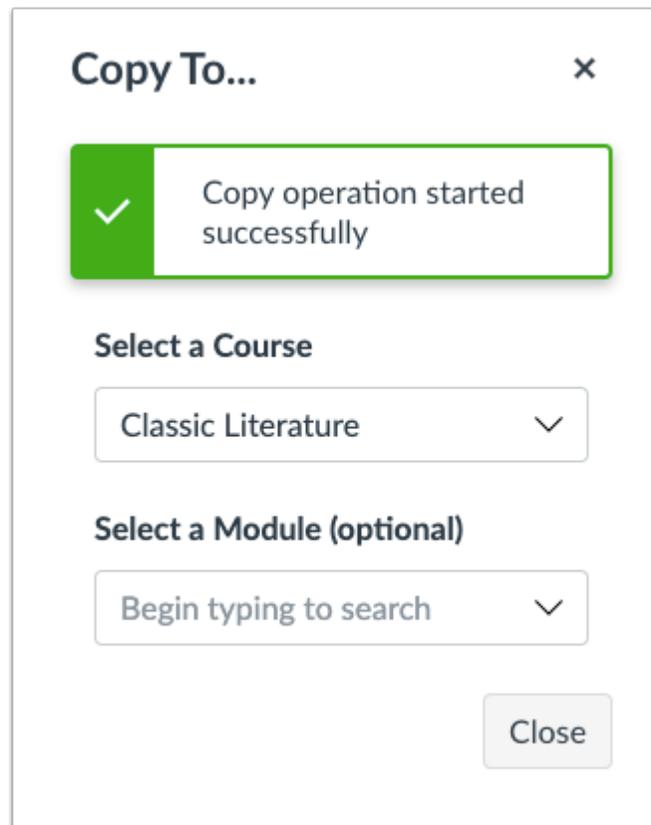
Select a Module (optional)

Begin typing to search ▼

Cancel Copy

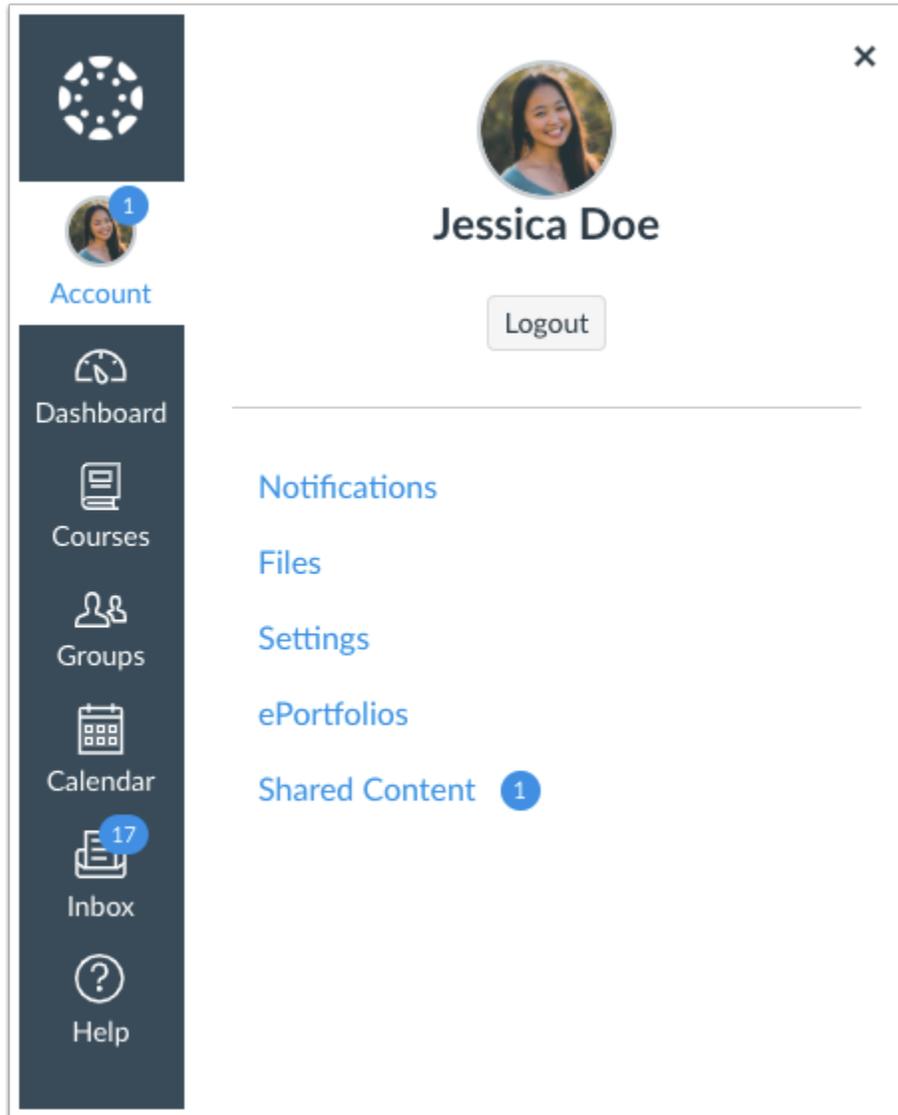
To use the module option, type at least the first three letters of the module in the search field. Search results display modules by name. Select the name of the module when it appears.

When all fields have been completed and the content has been copied, the window confirms the content copy process has started successfully. The content may take a few minutes to display in the selected course.



User-Level Features

If you receive shared content from another user, you'll be notified about the content in the User Navigation Menu. Shared content is indicated in your Account icon and also in the Shared Content link.



Shared Content Page

Shared content items are listed in the page in reverse chronological order. Additionally, pagination is supported after you've received 10 or more content shares. Each content item displays the title of the content, the type of content, the user who sent the content, and the date and time received.



Received Content

The list below is content that has been shared with you. You can preview the content, import it into your course, or remove it from the list.

Title	Type	From	Received	Actions
● Main Idea Analysis - Reading Assignment 1	Assignment	 Doug Roberts	3:35pm	⋮

You can manage the content item within the page by clicking the Actions menu. Options include previewing the item, importing the item, or removing the item.

- **Preview:** You can preview the content item directly from the page. The content loads in the same window and the user can close the window after the content is reviewed.
- **Import:** You can import the content into a course using the same functionality as copying content to another course.
- **Remove:** You can remove the content from the page and take no action. A separate window will display to confirm the removal.



Received Content

The list below is content that has been shared with you. You can preview the content, import it into your course, or remove it from the list.

Title	Type	From	Received	Actions
● Main Idea Analysis - Reading Assignment 1	Assignment	 Doug Roberts	3:35pm	⋮

-  Preview
-  Import
-  Remove

Content items are considered read once you have selected an action for each content item. However, content items can be manually marked as read or unread by clicking the dot next to the item. Unread content items are displayed in the account's primary color.